



**Compensation Policy #1710.216**

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
March 5, 2024	March 5, 2024	Office of the Provost, Planning & Finance  Division of Human Resources, Compensation Administration

**POLICY STATEMENT**

Florida International University compensates employees in compliance with federal, state and local laws and regulations, including 41 CFR 60-1.4(a)(1), and applicable FIU Board of Trustees' regulations and policies as well as Board of Governor's regulations. It is the policy of the university to compensate employees fairly and prohibits discrimination based on race, color, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, religion, age, disability, marital status, veteran status, and other protected categories. The University shall review all position descriptions centrally for consistency and shall maintain respective classification processes for determining the appropriate compensation for faculty and staff consistent with pay equity, funding availability, and fiscal responsibility that support the University's mission and values.

In an effort to achieve internal consistency and external competitiveness in pay and enhance the university's ability to attract, retain, and motivate qualified employees, the university shall be responsible for the following:

- A. Management of an equitable classification of positions and competitive salary grades;
- B. Compensation practices which promote compensation that is commensurate with positions, based on individual performance, contribution to the university, and availability of funds;
- C. Management of personnel costs within budgets.

Pay rates for prospective or current employees must comply with this policy. Offers may not be made or pay rates established without the approval of Division of Human Resources, Compensation Administration and/or the Office of Provost, Planning & Finance, as appropriate.

Florida International University, as a member of the State University System of Florida, is an Equal Opportunity, Equal Access Affirmative Action Employer. FIU prohibits discrimination based on race, color, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, religion, age, disability, marital status, veteran status, and other



protected categories. The University's commitment extends to its programs and activities, applicants, students, and employees.

#### SCOPE

This policy applies to all faculty and staff.

#### REASON FOR POLICY

To provide a consistent and equitable method of determining compensation to retain and attract quality employees.

#### DEFINITIONS

TERM	DEFINITIONS
Classification Process	A consistent and equitable method of determining the appropriate job code for a position.
Factor of Pay	A standard describing work in terms of individual characteristic or attribute that is used to determine the appropriate job code for a position or pay for an employee.
Pay Action	Refers to any change or adjustment made to an employee's compensation. This can include salary increases, bonuses, promotions, or any other alteration to an employee's overall pay structure.

#### ROLES AND RESPONSIBILITIES

##### **Supervisors/Department Heads/Chairs:**

1. The department has conversation with the Academic HR Liaison/HR Liaison to perform salary review based on criteria.
2. The supervisor/ department head/ chair must ensure that the employee does not start performing new duties until the request has been fully approved by the central unit.

##### **Business Unit Head/Dean:**

1. The employee must not start performing new duties until the request has been fully approved by the central unit.
2. Business Unit/Head performs review of proposed compensation request.

##### **Academic HR Liaison/HR Liaison:**

1. The employee must not start performing new duties until the request has been fully approved by the central unit.
2. Academic HR Liaison/HR Liaison and department discuss proposed compensation request with Budget Manager. When applicable, Business Unit specific review process occurs.



3. Academic HR Liaison/HR Liaison prepares and submits documents to the Office of the Provost Planning and Finance/Compensation Department for review. When applicable, provides revisions based on feedback.
4. Academic HR Liaison/HR Liaison communicates decision and takes next steps to process action.

**Human Resources/Office of the Provost, Planning & Finance (OPPF):**

1. Will be available to consult on proposed compensation requests.
2. Upon rendering a decision, the Office of the Provost Planning and Finance/Compensation Department will notify the Academic HR Liaison/HR Liaison.

**RELATED RESOURCES**

- [Overtime Pay and Compensatory Time, Policy #1710.230](#)
- [Living Wage Salary Adjustment, Policy #1710.190](#)
- [Bonus Policy, Policy #1710.038](#)
- [Employment of Foreign Nationals in Visa Categories, Policy 350.001](#)
- [Admin & Staff Manual](#)
- [Faculty HR Manual](#)

**CONTACTS**

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**HISTORY**

**Initial Effective Date:** March 5, 2024

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): March 5, 2024



## Compensation Review #1710.216a

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
March 5, 2024	March 5, 2024	Office of the Provost, Planning & Finance &  Division of Human Resources, Compensation Administration

### PROCEDURE STATEMENT

Departments and their respective Business Unit must consult with the Office of the Provost for faculty compensation reviews and the Division of Human Resources, Compensation Administration for staff compensation reviews. The employee must not start performing new duties until the compensation review has been fully approved.

The following outlines the appropriate procedures for initiating a review for compensation adjustments:

#### FACULTY COMPENSATION REVIEW

The Faculty HR Manual specifies the Factors of Pay, Rank Classification Process, and Salary Guidelines. Supporting documents can be found on the Office of the Provost, Planning and Finance SharePoint site, under Academic HR Liaisons.

1. Department performs initial review of proposed compensation request.
2. Department discusses compensation request with the Academic HR Liaison for review. Academic HR Liaison performs preliminary salary review based on criteria.
3. Academic HR Liaison and department review proposed compensation request with Budget Manager. When applicable, Business Unit-level review process occurs.
4. Academic HR Liaison prepares and submits the documents to the Office of the Provost, Planning and Finance for review. When applicable, the Academic HR Liaison makes revisions to the compensation request based on feedback.
5. Upon rendering a decision, the Office of the Provost Planning and Finance will notify the Academic HR Liaison.
6. Academic HR Liaison communicates the final decision to the department and takes next steps to process action.

#### STAFF COMPENSATION REVIEW

The Admin & Staff Compensation Manual specifies the Admin & Staff Factors of Pay, Admin & Staff Classification Process, and Salary Guidelines. Supporting documents can be found on

the Division of Human Resources SharePoint site, under HR Liaisons.

1. Department performs initial review of proposed compensation request.
2. Department discusses compensation request with the HR Liaison for review. HR Liaison performs preliminary review based on salary guidelines.
3. HR Liaison and department review proposed compensation request with Budget Manager. When applicable, Business Unit-level review process occurs.
4. HR Liaison prepares and submits documents to HR Compensation Administration for review. When applicable, provides revisions based on feedback.
5. Upon rendering a decision, the Compensation Department will notify the HR Liaison.
6. HR Liaison communicates the final decision to the department and takes next steps to process action.

#### **DEPARTMENT OF ACCESS, COMPLIANCE, AND EQUAL OPPORTUNITY (ACE) INITIATED REVIEWS**

For employees with concerns about their salary on a basis of a protected category set forth under regulations FIU 105 and/or 106, a series of steps can be taken to get more information and seek a compensation review. A request can be requested for faculty or staff.

1. The employee who self-identifies, a supervisor, or ACE can initiate a request.
2. ACE will perform a preliminary intake review.
3. After the preliminary intake review, ACE will determine if the request will be referred to Faculty Requests process below, or referred to Staff Requests process below, or will be closed with no further action.

#### **FACULTY COMPENSATION REVIEW:**

1. ACE notifies Academic HR Liaison of the request.
2. Academic HR Liaison requests the Department performs initial review of request.
3. Academic HR Liaison to perform salary review based on criteria.
4. Academic HR Liaison and department review proposed compensation request with Budget Manager. When applicable, Business Unit specific review process occurs.
5. Academic HR Liaison prepares and submits documents to the Office of the Provost Planning and Finance for review. When applicable, Academic HR Liaison provides revisions based on feedback.
6. Upon rendering a decision, the Office of the Provost Planning and Finance will notify the Academic HR Liaison and ACE.
7. ACE communicates the decision to employee; Academic HR Liaison takes next steps to process action, when applicable.

**STAFF COMPENSATION REVIEW:**

1. ACE notifies HR Liaison of the request.
2. HR Liaisons will request the employee's supervisor review and revise the position description, when applicable.
3. The employee will acknowledge the position description prepared by the supervisor; and the employee will have the opportunity to provide separate supplement for the position description.
4. The HR Liaison and department review and acknowledge the position description and supplement, when applicable. When applicable, Business Unit specific review process occurs.
5. HR Liaison prepares and submits documents to the Compensation Department for review. When applicable, provides additional supporting documentation based on feedback.
6. Upon rendering a decision, the Compensation Department will notify the HR Liaison and ACE.
7. HR Liaison communicates the decision and takes next steps to process action, when applicable.

**NOTE:**

Compensation actions related to individuals or positions that fall under the scope of the Office of the President protocols will follow the established process.